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## Registrar

### Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations.

### Responsibilities

- Register all new players within the league guidelines
- Approve / Deny transfers in conjunction with Executive
- Liaise with Head Trainer for Register of injury reports
- Process insurance claims
- Security of all teams players votes (excel sheet)
- Liaise with appointed volunteer for end of season vote count
- Track number of games played by senior players (excel sheet)
- Follow up with teams if player registration not current
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

### Relationships

- Liaises with the Club Secretary and Treasurer
- Liaises with all club members

### Accountability

- Reports to President and General Committee
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